

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 25, 2016  
**CC:** All Departments



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**Town Administrator:** Work continues on the final budget numbers and warrant articles. Due to the cold weather, construction was suspended this week at the Transfer Station for the change to single stream recycling. The Select Board will hold a work session this week beginning at 4:00 p.m. The Board will work on finalizing the 2016 Board Goals, a review of the Board's meeting procedures, finalizing the amendments to the Town's bid policy for the Town Meeting warrant and will hear a presentation from the Town's Engineer on the status of the village sidewalk project. This coming week includes the second important informational session on the proposed community center on Thursday from 6 - 7:00 p.m. at Town Hall. At the first session held on the 21<sup>st</sup> the Board heard several helpful comments regarding the conceptual plan that will be evaluated for inclusion in the plan by the project architect before this week's session. Just a reminder, the Bond Hearing for the proposed community center will occur next week on Thursday, February 4<sup>th</sup> at 6:30 p.m. at Town Hall. The Budget Hearing along with the Selectmen's regular meeting will be held that same evening at 7 p.m. Have a great week everyone!

**Finance:** Nothing to report this week.

**Assessor:** Vision Government Solutions is continuing the measure and list project for 2016. Vision personnel are verifying property data in the Balmoral area and then will be verifying data for commercial properties along Route 25. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

**Tax Collector:** We were extremely busy from the middle of December, 2015 through the first two weeks of January, 2016. Real estate taxes were due December 21, 2015; however because we have to accept the postmark date as the date of payment, we're unable to begin year-end balancing and reports until January 8, 2016. We were also unable to process any payments mailed in 2016 until the previous year was balanced, reporting completed and the fiscal year closed in the tax system. As of year-end we had collected approximately 96.2% of the total real estate tax warrant which is about average for the past two years. Year-end reports took a little longer than usual due to the fact that I was training Deputy Ashley Pouliot in all of the procedures. Once the Tax Collector's MS-61 was completed it was uploaded and emailed to DRA, provided to Alison Kepple for the Town Report and was uploaded to the Auditors. Along with the MS-61, we also uploaded the many requested reports/documentation to the Auditors for their yearly review. I also began training Deputy Ashley Pouliot on the procedures necessary to balance with the Finance Director's General Ledger accounts. I prepared a review and am pleased to announce that Deputy Ashley Pouliot has completed her six month probation. Thursday, January 21, 2016 we prepared and mailed approximately 610 Notices of Delinquency and exported the Delinquency list to the tax services/banks.

**Town Clerk:** The office has been very busy working on two elections at once. We are entering the February primary absentee ballot requests in the state computer system and mailing them all out. We have surpassed 200 so far. We still have a number to come back and be entered as received. On Thursday, Marie Samaha and Anita Blood as ballot clerks came in and counted the ballots for the Primary election. On Friday the Moderator and I did the ballot counter machine test as required by law.

**Public Works & Facilities:** The early week snow storm had crews out early to scrape and treat roadways, and private contractors plowed private roads. The crew spent the remainder of the week performing road checks for drifting snow, sanding gravel Town and private roads. The crew maintained equipment and changed wing plow cutting edges on trucks 3, 9, and 10. Equipment was washed and routine service was performed. On Tuesday the on-call crew was called out to remove a downed tree on Dr. Lovering Lane, which was cleaned up on Wednesday. The crew mixed salt with deicer and received additional liquid deicer and salt. The crew also patched potholes on Paradise Drive. Agent Kinmond was in on Monday and assisted the Highway division with snow removal due to staffing shortage. Agent Kinmond was in contact with the Highway foreman during the week on a couple items and messages. Agent Kinmond was in communication with resident Engineer, Town Engineer and Town Administrator regarding the site work for the single stream-recycling project. Agent Kinmond received the divisions' notes and completed the PW weekly. The Highway foreman attended to the wood boiler over the weekend.

**Facility & Grounds Division:** The Highway crew continued to make ice and conditioned and maintained the ice rink. Grounds staff was busy all week with maintaining walkways, building checks, recyclable collections and shelving project. The Facilities TL worked with HVAC vendor doing preventative maintenance and found several deficiencies that needed to be addressed with washable filters that have not been properly maintained, and corroded hot water coils at PSB. The Facilities TL also checked the bubblers at Lee's Mill, delivered bottled water to Town Hall, and moved boxes to storage for the Town Clerk. The F&G crew completed their CJIS training for clearance to access the PD. The Facilities TL assisted Highway by building a plywood sander cover for truck #4, installing a work bench light, meeting with an electrician to install a scale external reader board power outlet, reviewing power needs for the single stream recycling project, plowing and sanding facilities, and installing a ceiling tile in the new Highway break room.

**WMF Division:** The Facility reports that they sent out 1MSW, 1 Mixed-CD and shipped a 40 yard load of mixed paper. The loader tires were repaired from several nails, and the external scale reader board was hard wired and is working well. Highway delivered 4-55 gallon barrels of used oil for use at the facility. The single stream recycling project is coming along and it is expected that they will pour the compactor walls.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 447 log entries, which included the following calls for service, 29 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 6 MV Accidents, 4 MV Complaints, 7 residential alarms, 4 commercial alarms and 0 K-9 complaints.

**Training:** Jan. 19<sup>th</sup> – Jan. 22<sup>nd</sup>, Off. Bagan attended Police Academy. Jan. 18<sup>th</sup> – Jan. 22<sup>nd</sup>, Off. Pare attended Police Academy.

**Moultonborough Fire Department:** Year to date there has been 36 calls for emergency service. For the period of 1/15/16 to 1/21/16 there were 11 calls for service: (6) Medical Emergencies, (1) Excessive Heat with no ignition call, (1) Carbon Monoxide Incident, (1) Lift Assist, and (2) False Fire Alarms. We received automatic aid from Center Harbor on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:54 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:20 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:45 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

**Operations:** 1/18/16: Training Committee Meeting, the committee planned training schedule for January through June. 1/21/16: EMS Training, 17 department personnel attended CPR recertification training with instructor David Mack. Personnel must recertify every two years. 1/21/16: Chief Bengtson and Justin Van Etten of Stewart's Ambulance attended the Select Board's meeting to provide information to the Board on the contract with Stewarts and answer questions. 2 Requests for insurance information were received and information provided.

**Office of Development Services Planning:**

**Town Planner:** Nothing to report this week.

**Code & Health:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** The ice rink at Playground Drive is in great condition, and has been getting a lot of use these past few weeks. The Instructional Hockey program began last Wednesday and the Learn to Skate and Figure Skating programs are in full swing. Coming up this Sunday, January 31, MRD will host a Family Skating Event from 2-4 p.m. MRD is offering a Safe Sitter Training class on Monday, February 1, for children ages 11-16. There is no school this day due to a teacher workshop. Youth Basketball will be extended an additional week, due to a weather cancellation in the beginning of the season. On Feb. 6, the grade 3 & 4 level will participate in a Round Robin at the Meredith Community Center. The grade 5 & 6 level will participate in a tournament in Meredith on February 13.

**Important Dates to Remember**

**Board of Selectmen's Work Session, January 28, 2016, 4 PM**

**Community Center Information Session, January 28, 2016, 6-7 PM**

**Bond Hearing Proposed Community Center Building, February 4, 2016, 6:30 PM**

**Board of Selectmen's 2016 Budget Public Hearing & Meeting, February 4, 2016, 7 PM**

**Primary Election Day, Public Service Building, February 9, 2016, 7 AM – 7 PM**

**Board of Selectmen's Meeting, February 11, 2016, 7 PM**

**Board of Selectmen's Meeting, February 18, 2016, 7 PM**

**Board of Selectmen's Work Session, February 25, 2016, 4PM**

**\*Staff Meeting, Tuesday – February 2, 2016, 2016, 9 AM\***